



Town of Garrett Park

FY 2010 AMENDED BUDGET

Ordinance 2010-01

To Be Introduced

February 8, 2010

Town of Garrett Park

Proposed FY 2010 Budget Amendments

Revenues: A projected increase of 4% to \$982,900

1000 - Taxes & Fees: FY 2010 REAL ESTATE TAX collections continue to be projected as level with FY 2009 collections of \$440,000. PERSONAL PROPERTY TAX collections to date indicate an increase in projected collections of 12%. The LOCAL INCOME TAX receipts projection has been increased to \$165,000, a 44% reduction from FY 2009 receipts of \$259,000, but on track with current level of receipts. LICENSES & PERMIT fees are running well below projections and have been reduced 25%

2000 - Intergovernmental Revenues: HIGHWAY USER FUND receipts for FY 2010 will be only \$4,454, a 90% reduction from FY 2009. The Town has received \$36,000 in Program Open Space (POS) funds for the Cambria Park project, and expects to apply for approximately \$12,000 more in POS funds to help pay for the new Cambria Playground equipment that will be installed in January at an estimated cost of \$25,000. However, these funds will most likely be received in FY 2011. MONTGOMERY COUNTY REVENUE SHARING of \$50,150 has been received, significantly more than the originally projected \$45,000.

3000 - Service Charges: There are no recommended changes in these accounts.

5000- Miscellaneous Revenues: INVESTMENT EARNINGS have been reduced a further 25% to reflect receipts to date. The increase in RENTS & CONCESSIONS is due to a an increase in the estimates for additional rents at Penn Place, which more than offsets the decrease in Town Hall receipts for resident and non-resident rentals. CONTRIBUTIONS & DONATIONS reflects the receipt of \$5,000 more than anticipated in grants for the Archives as an FY 2009 payment was received after June 30th.

Reserves & Contingencies: Increased to a total of \$265,000 or 23% of total budget

Operating Reserve: There is no change in the budgeted transfer of \$50,000 to the OPERATING RESERVE. Its balance is \$185,000.

Operating Contingency: The OPERATING CONTINGENCY is returned to its original level of \$30,000.

Capital Contingency: This fund is established with an initial transfer of \$50,000.

Transfers: A projected increase of 346% to \$165,675

From "Free Cash": There is a projected FY 2010 End Of Year (EOY) "Free Cash" balance of approximately \$316,000, comprising the accumulated surpluses of FY 2008 & FY 2009. It is proposed to transfer \$165,675 of this surplus to the current budget.

Town of Garrett Park

Expenditures: Increased 17% to \$1,148,575

10000 Personnel: The SALARY line remains unchanged. OVERTIME has been increased \$2,500 to \$5,000 to accommodate the recent snow storms. EMPLOYEE BENEFITS have been increased \$16,250, primarily to allow for a by-back of accumulated leave, reducing the Town's current liability to approximately \$57,000. PAYROLL TAXES and PENSION CONTRIBUTION, have also been adjusted.

11000 Town Administration: There are generally modest changes, but the Archives Committee wishes to do substantial work on the Oral History Project in this year, so the ARCHIVES & PUBLIC RECORDS line is increased by \$5,000, increasing the total of these accounts 8%, and PROFESSIONAL FEES are increased \$7,900 due to additional anticipated legal expense due to the acquisition of the Community Center; ELECTED & APPOINTED OFFICIALS increases \$1,000 to accommodate additional special meeting expenses; GENERAL ADMINISTRATIVE EXPENSES increases \$1,900, primarily due to office equipment expenses; and there is a decrease in INSURANCE of \$1,250 due to increased rebates. This brings the total increase in these accounts to \$15,800, or 17%.

12000 Sponsorships, Etc.: There is no change in the total of these accounts.

13000 Buildings & Grounds: A new line, BUILDINGS & GROUNDS MANAGEMENT, has been added to account for expenditures common to all Town buildings. Most of the additional \$2,000 reflects expenditures on a key management system. PENN PLACE and TOWN HALL increases reflect additional repair expense. The concrete apron in front to the MAINTENANCE FACILITY was also repaired. Also, a new line for the COMMUNITY CENTER has been added, with an estimated \$6,500 in new expenses, primarily related to the survey work the Town performed in the early summer. This brings the total increase in these accounts to \$21,525, or 26%.

14000 Town Services: No change here.

16000 Equipment Repair & Maintenance: This account can be reduced by \$1,250 (9%) based on revised projections for repairs and fuel costs.

17000 Publication Expenses: No change here.

18000 Conferences, Etc.: No change here.

19000 Operating Contingency: This is returned to \$30,000.

23000 Transfers to Capital: This is increased \$104,200 to \$166,200 (168%) to account for additional projected costs in beginning the repair of the Shelley Court Drain (+\$5,000), replacing of the playground equipment at Cambria Park (+\$13,000), establishing a CAPITAL CONTINGENCY fund of \$50,000, and purchasing a new truck for \$30,000 to replace the 1993 Chevrolet pickup, which has an estimated \$5,000 in needed repairs to keep it roadworthy. Also, it is time to pay the retainage on the road repairs and Cambria Park improvements, funds held to insure full compliance by NZI Construction with the terms of the contacts. The additional amounts are \$4,1000 for Cambria Park, and \$12,100 for the road reconstruction.

Town of Garrett Park

25000 Transfers to Operating Reserve: This transfer remains at \$60,000, bringing the total OPERATING RESERVE to \$185,000, 20% of the operating budget.

Total Expenditures & Overall Budget Policy: The total budget is increased \$165,900 (17%) to \$1,148,575. However, the bulk of this increase is to fund CONTINGENCIES, RESERVES, and the CAPITAL FUND. The primary source of the additional funds to support this increase is an accumulated surplus ("Free Cash") in the Town's Treasury. The proposed increased transfer from "Free Cash" to the budget of \$165,675 consumes approximately 52% of the total projected for the end of FY 2010. The intent is to avoid the accumulation of excessive cash, particularly in this time of reduced interest rates, and to put the money to work improving the Town's infrastructure. While these are hard times for most governmental jurisdiction, Garrett Park is in a strong financial condition, and can retain prudent, conservative reserves while expanding expenditures to repair and improve the Town's storm drains, roads, buildings, and parks, and replace worn-out equipment. It is expected that the FY 2011 budget will continue this approach.

TOWN OF GARRETT PARK

Revised FY 2010 Budget

RECEIPTS	Current Budget FY 2010	Proposed Change	Proposed Budget Ord 2010-01	% Change
1000 - Taxes & Fees	\$613,600	\$12,700	\$626,300	2%
1100 -- Local Property Taxes	\$450,500	\$1,000	\$451,500	0%
1110 -- Real Property Taxes	\$440,000	\$0	\$440,000	0%
1120 -- Personal Property Taxes	\$9,500	\$1,100	\$10,600	12%
1170 -- Penalties & Interest	\$750	\$50	\$800	7%
1180 -- Homestead Tax Credit	\$250	(\$150)	\$100	-60%
1200 -- Local Income Taxes	\$150,000	\$15,000	\$165,000	10%
1300 -- Other Local Taxes	\$0	\$0	\$0	0%
1400 -- Licenses and Permits	\$13,100	(\$3,300)	\$9,800	-25%
2000 - Intergovernmental Revenues	\$72,300	\$18,300	\$90,600	25%
2200 -- From State of Maryland	\$35,000	\$5,450	\$40,450	16%
2300 -- From Montgomery County	\$37,300	\$12,850	\$50,150	34%
3000 - Services Charges	\$127,350	\$0	\$127,350	0%
3100 -- General Government Charges	\$550	\$0	\$550	0%
3200 -- Municipal Refuse Collection Fees	\$126,800	\$0	\$126,800	0%
4000 - Fines & Forfeitures	\$0	\$0	\$0	0%
5000 - Miscellaneous Receipts	\$132,300	\$6,350	\$138,650	5%
5100 -- Investment Earnings	\$2,000	(\$500)	\$1,500	-25%
5200 -- Rents and Concessions	\$120,200	\$1,850	\$122,050	2%
5210 -- Town Hall Rents	\$20,000	(\$2,100)	\$17,900	-11%
5220 -- Penn Place Rents	\$98,275	\$3,950	\$102,225	4%
5230 -- Swimming Pool Association	\$1,925	\$0	\$1,925	0%
5300 -- Contributions and Donations	\$10,000	\$5,000	\$15,000	50%
5500 -- Sale of Property	\$100	\$0	\$100	0%
5900 -- Miscellaneous - Other	\$0	\$0	\$0	0%
Annual Operating Receipts:	\$945,550	\$37,350	\$982,900	4%
9000 - Transfers In^{1,2}	Budget:¹ \$37,125	\$128,550	\$165,675	346%
	Actual:²			
Total Receipts: Budgeted & Actual:	\$982,675	\$165,900	\$1,148,575	17%

1) Entire capital appropriation is charged to the operating budget at the beginning of the year, so the initial draw on Town funds necessary to balance the *actual* budget will be greater than ordinance-budgeted amount until adequate annual revenues are received.

2) Capital expenditures through the year include draws on prior years appropriations, so the *actual* transfer in may substantially exceed the current year budget.

TOWN OF GARRETT PARK
Revised FY 2010 Budget

EXPENDITURES	Current Budget FY2010	Proposed Changes	Proposed Budget Ord. 2010-01	% Increase
<u>10000 - Personnel</u>	<u>\$352,850</u>	<u>\$16,000</u>	<u>\$368,850</u>	<u>5%</u>
10100 -- Salaries	\$246,700	\$0	\$246,700	0%
10200 -- Overtime	\$2,500	\$2,500	\$5,000	100%
10300 -- Benefits	\$75,650	\$16,250	\$91,900	21%
10400 -- Payroll Taxes, Etc.	\$28,000	(\$2,750)	\$25,250	-10%
<u>11000 - Town Administration</u>	<u>\$95,600</u>	<u>\$15,800</u>	<u>\$111,400</u>	<u>17%</u>
11100 -- Elected & Appointed Officials	\$9,500	\$1,000	\$10,500	11%
11200 -- Elections	\$1,500	\$0	\$1,500	0%
11300 -- Archives & Public Records	\$15,000	\$6,000	\$21,000	40%
11400 -- General Administrative Expenses	\$20,600	\$1,900	\$22,500	9%
11700 -- Professional Fees	\$37,500	\$7,900	\$45,400	21%
11800 -- Insurance	\$10,250	(\$1,250)	\$9,000	-12%
11900 -- Town Administration - Other	\$1,250	\$250	\$1,500	20%
<u>12000 - Sponsorships, Subscriptions, Dues</u>	<u>\$10,500</u>	<u>\$0</u>	<u>\$10,500</u>	<u>0%</u>
12100 -- Membership Dues	\$3,500	(\$300)	\$3,200	-9%
12200 -- Sponsorships	\$6,800	\$300	\$7,100	4%
12300 -- Subscriptions	\$200	\$0	\$200	0%
<u>13000 - Building & Grounds</u>	<u>\$83,725</u>	<u>\$21,525</u>	<u>\$105,250</u>	<u>26%</u>
13100 -- Buildings & Grounds Management	\$0	\$2,000	\$2,000	#DIV/0!
13200 -- Penn Place	\$72,500	\$4,050	\$76,550	6%
13300 -- Town Hall	\$10,975	\$1,725	\$12,700	16%
13400 -- Maintenance Facility	\$250	\$7,250	\$7,500	2900%
13500 -- Community Center	\$0	\$6,500	\$6,500	#DIV/0!
<u>14000 - Town Services</u>	<u>\$223,400</u>	<u>\$0</u>	<u>\$223,400</u>	<u>0%</u>
14100 -- Roads & Sidewalks	\$64,950	(\$1,300)	\$63,650	-2%
14200 -- Stormwater Drainage	\$550	\$2,450	\$3,000	445%
14300 -- Municipal Refuse Removal	\$126,800	(\$5,000)	\$121,800	-4%
14400 -- Arboretum	\$21,600	\$5,950	\$27,550	28%
14500 -- Fees	\$2,900	(\$1,650)	\$1,250	-57%
14600 -- Parks	\$6,600	(\$450)	\$6,150	-7%
<u>16000 - Equipment Maintenance & Repair</u>	<u>\$14,500</u>	<u>(\$1,250)</u>	<u>\$13,250</u>	<u>-9%</u>
<u>17000 - Publication Expenses</u>	<u>\$1,000</u>	<u>\$1,500</u>	<u>\$2,500</u>	<u>150%</u>

TOWN OF GARRETT PARK
Revised FY 2010 Budget

EXPENDITURES	BUDGETED FY2010	Proposed Changes	Proposed Budget Ord. 2010-01	% Increase
			0%	
<u>18000 - Conferences & Conventions</u>	<u>\$2,500</u>	<u>\$0</u>	<u>\$2,500</u>	<u>0%</u>
<u>19000 - Contingency</u>	<u>\$23,000</u>	<u>\$7,000</u>	<u>\$30,000</u>	<u>30%</u>
<u>20000 - Interest, Depreciation, Debt</u>	<u>\$60,600</u>	<u>\$925</u>	<u>\$61,525</u>	<u>2%</u>
<u>21000 - Taxes & Bad Debt</u>	<u>\$3,000</u>	<u>\$200</u>	<u>\$3,200</u>	<u>7%</u>
Total Operating Expense:	\$870,675	\$61,700	\$932,375	7%
<u>23000 - Transfer to Capital Project Fund*</u>	<u>\$62,000</u>	<u>\$104,200</u>	<u>\$166,200</u>	<u>168%</u>
<u>25000 - Transfer to Operating Reserve</u>	<u>\$50,000</u>	<u>\$0</u>	<u>\$50,000</u>	<u>0%</u>
Expenses: Budgeted:	\$982,675	\$165,900	\$1,148,575	17%

* Note: Entire capital appropriation is charged at the beginning of the current fiscal year.

INCREASE DECREASE UNCHANGED

TOWN OF GARRETT PARK

Monthly Financial Report

Capital Budget

FY 2010

Account	Prior Year Appropriations 06/30/08	FY 2009 Capital Budget Ord. 2008-08	Total Capital Appropriations 07/01/09	Proposed Changes to Capital Budget	Proposed Capital Budget Ord. 2010-01
23000 - CAPITAL BUDGET	\$29,433	\$62,000	\$91,433	\$104,200	\$166,200
23100 - Capital Purchases	\$121	\$0	\$121	\$30,000	\$30,000
23150 - Capital Equipment				\$30,000	\$30,000
23200 - Capital Construction	\$25,771	\$57,000	\$82,771	\$24,200	\$81,200
23210 - Construction: Facilities	\$16,215	\$20,000	\$36,215	(\$5,000)	\$15,000
23220 - Construction: Streets & Curbs	\$878	\$5,000	\$5,878	\$7,100	\$12,100
23230 - Construction: Utilities	\$0	\$0	\$0	\$0	\$0
23240 - Construction: Sidewalks	\$0	\$0	\$0	\$0	\$0
23250 - Construction: Storm Drains	\$8,000	\$15,000	\$23,000	\$5,000	\$20,000
23260 - Construction: Parks & Recreation	\$678	\$17,000	\$17,678	\$17,100	\$34,100
23290 - Construction: Other	\$0	\$0	\$0	\$0	\$0
23300 - Arboretum Capital Expense	\$3,541	\$5,000	\$8,541	\$0	\$5,000
23800 - Capital Planning Expense	\$0	\$0	\$0	\$0	\$0
23900 - Capital Budget Contingency	\$0	\$0	\$0	\$50,000	\$50,000

INCREASE DECREASE UNCHANGED

Capital Program

FY 2010

Project	Total Capital Program 07/01/09	Capital Expenditures 12/28/09	Proposed Changes to Capital Program 02/08/10	Proposed Capital Program Ord. 2010-01	Remaining Appropriation 12/14/09
CAPITAL PROGRAM	\$91,433	\$30,038	\$113,000	\$166,200	\$172,814
Capital Purchases	\$121	\$0	\$30,000	\$30,000	\$30,121
Pickup Truck w/Plow (FY 10)			\$30,000	\$30,000	\$30,000
Capital Construction	\$82,771	\$30,038	\$33,000	\$81,200	\$85,733
Cambria Park POS Project (FY 80, 09)	\$678	\$538	\$0	\$4,100	\$140
Cambria Park Playground (FY10)	\$12,000	\$12,000	\$13,000	\$25,000	\$13,000
North Kenilworth Drain Repairs (FY09, 10)	\$23,000	\$12,500	\$0	\$15,000	\$10,500
Shelley Court Drain Repairs (FY10)	\$0	\$0	\$20,000	\$5,000	\$20,000
Penn Place Exterior Repairs (FY10)	\$15,000	\$0	\$0	\$15,000	\$15,000
Town Hall (CIP, p17)(FY10)	\$21,215	\$0	\$0	\$0	\$21,215
Yeandle Park (FY10)	\$5,000	\$5,000	\$0	\$5,000	\$0
Street Rehabilitation (FY09, 10)	\$5,878	\$0	\$0	\$12,100	\$5,878
Arboretum Capital Expense	\$8,541	\$1,581	\$0	\$5,000	\$6,960
Capital Planning	\$0	\$0	\$0	\$0	\$0
Capital Contingency	\$0	\$0	\$50,000	\$50,000	\$50,000

INCREASE DECREASE UNCHANGED